



Booking Clerk Yellowstone County Equal Opportunity Employer



*Yellowstone County encourages applications from diverse candidates
and candidates who support diversity.*

Posting Date: September 15, 2021

Salary: \$18.74 per hour

Hours: 8 hour shifts, 24 hours a day, 7 days a week

Department: Detention Facility

Grade: B/C

FLSA: Non-Exempt

ACCEPTING APPLICATIONS UNTIL 5:00 PM ON OCTOBER 14, 2021

FUNCTION:

The Booking Clerk is a uniformed civilian staff position which performs clerical and administrative support work involving the booking and releasing of inmates of the Yellowstone County's Detention Facility. Because the work is performed in close proximity with persons charged with misdemeanor and felony offenses, the work involves an element of personal danger.

REQUIRED:

- Graduation from high school or G.E.D.;
- Minimum age of 18 years old;
- Experience – None Required/Training will be provided;
- Must be able to pass a background check.

CERTIFICATIONS:

- Become CJIN/NCIC certified within initial 8 weeks of training.

Sheriff's Department Employment Statement:

Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Yellowstone County Sheriff's Department.

Job description available upon request.

TO APPLY:

Submit by 5:00 pm on October 14, 2021;

1. County Application
2. Names, addresses and phone numbers of three (3) employment-related references
3. Resume

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.**

Download application at www.co.yellowstone.mt.gov

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.

NOTE: If this position becomes available within 90 days the same applicant pool may be considered.